

TEMPLATE

SUBCOMMITTEE CHARTER

Multiple reasons exist for preparing a subcommittee charter. One is to document the subcommittee's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the subcommittee and agency management on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business and defines how the subcommittee works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way. Subcommittee charters are developed on a yearly basis.

The Charter includes the following sections:

1. Purpose

(This is the introduction to the Charter. Describe the purpose of the subcommittee, how it fits in with broader objectives of the Council, and the anticipated outcomes.)

2. Mission/Scope

(This section is at the heart of the Charter. By defining a mission, the subcommittee knows what it has to achieve. State the mission/scope. This is similar to preparing a mission need statement. Next, take the mission statement and turn it into measurable goals and objectives. These will be your targets and help keep the subcommittee on track. Objectives should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound.)

3. Subcommittee Composition

(Identify the stakeholder groups needed and how it is chaired, co-chaired, etc.)

4. Membership Roles

(Identify roles and responsibilities of each subcommittee member. List member name, organization, contact information including telephone and email address, and role if designated already. Also, identify what stakeholder group they represent.)

5. Signature Page

(Each subcommittee member signs, agreeing to the contents and being held mutually accountable for adherence.)

6. Approval

(Individual[s] from the Council authorized to approve the subcommittee's charter, including the year's goals and objectives stated above, signs with their approval.)

GBHSPC Subcommittee Charter	
Subcommittee Name:	Suicide Prevention Subcommittee

<i>About this subcommittee</i>	
Purpose:	<p>The Subcommittee serves to advise the behavioral health planning council on issues related to reducing suicide in Kansas. This includes advisement, dissemination of the impact of suicide on the health and well-being of Kansans, the economic and social costs of suicide and evidence-based and promising practices in the delivery of services to those affected by suicide as well as supporting the National Strategy for Suicide Prevention in the State of Kansas. The subcommittee collaborates with Federal, State and local Agencies, providers of care, patients, communities, faith-based organizations, and public-private entities. The Suicide Prevention Subcommittee acts as a resource for the State by promoting coordination and collaboration of members who serve as advocates for suicide prevention activities and where available, provides local support for programs and communities.</p>
Mission/Scope:	<p>Vision: To create a suicide-free Kansas, where quality mental health services are available, trusted, and used when needed, without stigma.</p> <p>Mission: To bring Kansans of diverse backgrounds, government and private agencies, health care providers and funders together to share information about suicide attempts and deaths in Kansas, about evidence-based and promising practices that are employed in the state or nationally, and to stimulate and support the adoption of new initiatives that will lead to the recognition and reduction of suicide risk, attempts, and deaths of Kansans.</p> <p>Goals for FY 2015: Reduce the number of state suicide incidence equal to or below the national goal of 10.2 per 100,000 population, as listed in the Healthy People 2020 Leading Health Indicators. The following activities support this goal:</p> <ul style="list-style-type: none"> • Increase number of trainings, to promote and support application of best practices and evidence-based approaches in the field of suicidology across Kansas and among BSRB licensed behavioral health practitioners when working to prevent suicides by clients. • Coordinate proclamation and events for suicide prevention awareness month and follow up on contacts with services as needed. • Write, distribute and promote op-eds, and promote coalition involvement for the Kansas Youth Suicide Prevention Program Statewide Conference. • Collaborate with KDADS and KDHE to promote best practices where applicable, and work with KDHE and KDADS to disseminate data and act upon measured outcomes from this effort.

	<ul style="list-style-type: none"> • Promote the NSPL across the state, especially in rural areas in attempt to establish consumer involvement in suicide prevention in those areas. • Encourage the implementation of best practices for all military installations and all service branches in Kansas to assist them with addressing issues among their troops. • Identify high-risk populations and geographical areas around the state that would benefit from targeted resources being applied to promote suicide prevention and measure for reduction in suicide/ suicide attempts at specified intervals. • To promote the study of advancement of suicidology to investigate opportunities to work with the BSRB, the Board of Education, and the Board of Regents to promote the study and advancement of suicidology in accordance with AAS research. • Encourage the development of new local coalitions and enrichment of existing local coalitions in order to decrease the number of deaths by suicide annually. • Develop and create a sustainability plan for cross-lifespans suicide prevention resource center in Kansas.
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<i>Subcommittee membership</i>			
Subcommittee Composition:	The Suicide Prevention Subcommittee membership shall consist of existing state coalition representatives, member(s) of the GBHSPC, and other designated major stake holders from the public and private sectors as well as consumers of behavioral health services. The Subcommittee will designate a chair and co-chair, as well as a secretary/treasurer. A state agency liaison will be appointed from KDADS to provide staff support to the Subcommittee. The members of the Subcommittee shall elect a slate of officers at the first meeting in each even numbered calendar year. Term limits of officers are addressed in by-laws.		
Membership Roles:	Role	Name	Organization / Stakeholder Group
	Chair	Bill Art	Johnson County Suicide Prevention Coalition
	Co-Chair	Marcia Epstein	Healing After Suicide; Kansas Mental Health Coalition
	Secretary	Stan Edlavitch	KCSAPP
	Member	Barb Nelson	ASFP Kansas
	Member	Janel Rose	Central Kansas Partnership
	Member	Gail Sullivan	Central Kansas Partnership
	Member	Jason Scheck	Comcare
	Member	Wes Cole	GBHSPC

	Member	Jane Adams	GBHSPC
	Member	Eric Harkness	GBHSPC; Kansas Mental Health Coalition; KS & local NAMI chapters
	Member	Sue Schuster	GBHSPC
	Member	Jason Reynolds	Harvey County Coalition
	Member	Andrew Brown	Headquarters Inc.
	Member	Jane Faubion	KYSP; KSPRC
	Member	Chris Maxwell	KYSP; KSPRC
	Member	John Potter	Kansas National Guard
	Member	Sarah Fischer	KDADS
	Member	Peter Vopata	KDADS
	Member	Lori Haskett	KDHE
	Member	Jane Stueve	KDHE
	Member	Thomas Hernandez	KS & local NAMI chapters
	Member	Courtney Ryan	Mental Health America of the Heartland
	Member	Hilary Dunaway	Northeast KS Gambling Coalition
	Member	Bonnie Swade	SASS MO-KS
	Member	Jason Deselms	Sedgwick County Suicide Prevention
	Member	Steve Christenberry	Shawnee County Suicide Prevention Coalition
	Member	Robert Chase	Southeast Community Mental Health Center
	Member	Bobbie Maley	Southeast Kansas Coalition
	Member	Vicki Broz	Southwest Kansas Coalition
	Member	Joyce Morgan	Suicide Prevention Coalition of Northeast KS
	Member	Johanna Mason	Suicide Prevention Coalition of NE KS
Liaison To The Council:	Sarah Fischer - KDADS		

<i>Subcommittee Member Signatures</i>	
Name	Signature
Bill Art	
Marcia Epstein	
Stan Edlavitch	
Barb Nelson	
Janel Rose	
Gail Sullivan	
Jason Scheck	
Wes Cole	
Jane Adams	
Eric Harkness	
Sue Schuster	
Jason Reynolds	
Andrew Brown	
Jane Faubion	
Chris Maxwell	
John Potter	
Sarah Fischer	
Peter Vopata	
Lori Haskett	
Jane Stueve	
Thomas Hernandez	
Courtney Ryan	
Hilary Dunaway	
Bonnie Swade	
Jason Deselms	
Steve Christenberry	
Robert Chase	
Bobbie Maley	
Vicki Broz	
Joyce Morgan	
Johanna Mason	

<i>GBHSPC Approval</i>	
Name	Signature
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Charter Effective Date: 06/10/2014